



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 07/05/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: EDUCATION SPECIALIST			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: EMPLOYMENT & TRAINING	Location: Bristow	Location Code: 103	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The TEDNA NYCP Education Specialist will oversee a variety of assignments to provide educational and developmental support to Native American students, school faculty, and staff within the Bristow School District. The Education Specialist must have knowledge of college admissions and scholarship requirements, high school graduation requirements, academic standards, excellent oral and written communication skills, and experience working with diverse populations. The Education Specialist will work with teachers, counselors, and administrators at the school sites and all community partners to fully plan, implement and assist with the evaluation of all the site-based programs described in this proposal. Provide direct instruction and oversight to student grade level objectives to meet academic sufficiency and Common Core goals.
Principal Duties and Responsibilities:	<p>The Education Specialist will report on-site to Bristow Public Schools and performing the following duties:</p> <ol style="list-style-type: none">1. Communicate effectively with others and maintain favorable public relations.2. Work alongside educators, students, and parents to promote tribal relations, education, heritage, and College and Career Readiness.3. Research and gather information regarding tribal education programs and higher education to advocate for college and career readiness among Native students.4. Prepare and update forms, brochures, publications, and other informational materials used by tribal students, tribal parents, educators, and other stakeholders.5. Maintain up-to-date documentation and record keeping of activities and tasks performed.6. Occasionally stay after hours when necessary to complete tasks or attend meetings and events.7. Compile educational data used to track grant objectives.8. Administer questionnaires to assess professional development trainings.9. Prepare narratives and statistical reports to be submitted to TEA,



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	LEA, and SEA as required. 10. Report suspected child abuse/neglect as required by the Muscogee (Creek) Nation policies, and tribal, state, and federal laws. 11. Research activities concerned with elementary, secondary, college or other specialized educational programs and align services provided to Native students.
Minimum Requirements:	Bachelor's Degree and has experience working with Native American students in educational settings, and possess a valid driver's license.
Preferred Requirements:	Master's Degree with experience working in Indian education programs is preferred.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.